

**APPLICATION PACKET
MANSFIELD INLAND WETLANDS AGENCY
4 SOUTH EAGLEVILLE ROAD, STORRS, CT 06268
TEL: 860-429-3334
OR 429-3330;
FAX: 860-429-6863**

Please use this checklist as an aid in making sure that you have completed the forms correctly. The Agency requires that each item in the application form be filled out. Failure to do so may result in application denial and the need for you to resubmit your application and pay an additional fee.

- ☐ **Consultation with Wetlands Agent**
- ☐ **Amount of fee paid _____**
- ☐ **Dated map/site plan**
- ☐ **Project description**
- ☐ **Names and addresses of abutters**
- ☐ **Certified postal receipts to abutters**
- ☐ **Certified postal receipts to Windham Water Works (if applicable)**
- ☐ **Proof of submittal to Department of Public Health (if applicable)**
- ☐ **Certified postal receipts to adjoining town
(if less than 500' from town line)**
- ☐ **Statewide Reporting Form**
- ☐ **CT DEEP Natural Diversity Database Checked**

Your application goes to Agency members on the Friday before a meeting as part of a large packet of information. It is suggested that you submit your application a full week ahead of the meeting to allow for a preliminary review by staff. The more information you can provide to help the Agency understand your proposal, the easier it will be for them to act on your application.

**APPLICATION FOR PERMIT
MANSFIELD INLAND WETLANDS AGENCY
4 SOUTH EAGLEVILLE ROAD, STORRS, CT 06268
TEL: 860-429-3330 OR 860-429-3015x6204
FAX: 860-429-6863**

FOR OFFICE USE ONLY

File # _____
W _____
Fee Paid _____
Official Date of Receipt _____

Applicants are referred to the Mansfield Inland Wetlands and Watercourses Regulations for complete requirements, and are obligated to follow them. For assistance, please contact the Inland Wetlands Agent at the telephone numbers above.

Please print or type or use similar format for computer; attach additional pages as necessary.

Part A - Applicant

Name _____

Mailing Address _____

_____ Zip _____

Phone _____ Email _____

Title and Brief Description of Project

Location of Project _____

Intended Start Date _____

Part B - Property Owner (if applicant is the owner, just write "same")

Name _____

Mailing Address _____

_____ Zip _____

Phone _____ Email _____

Owner's written consent to the filing of this application, if owner is not the applicant:

Signature _____ date _____

Applicant's interest in the land: (if other than owner) _____

Part C - Project Description (attach extra pages, if necessary)

- 1) Describe in detail the proposed activity here or on an attached page. (**See guidelines at end of application – page 6.**)

Please include a description of all activity or construction or disturbance:

- a) ***in*** the wetland/watercourse
b) ***in*** the area ***adjacent*** to (within 150 feet from the edge of) the wetland/watercourse, even if wetland/watercourse is ***off*** your property

- 2) Describe the amount or area of disturbance (in square feet or cubic yards or acres):

- a) ***in*** the wetland/watercourse
b) ***in*** the area ***adjacent*** to (within 150 feet from the edge of) the wetland/watercourse, even if wetland/watercourse is ***off*** your property

- 3) Describe the type of materials you are using for the project: _____

- a) include ***type*** of material used as fill or to be excavated _____
b) include ***volume*** of material to be filled or excavated _____

- 4) Describe measures to be taken to minimize or avoid any adverse impacts on the wetlands and regulated areas (silt fence, staked hay bales or other Erosion and Sedimentation control measures).

Part D - Site Description

Describe the general character of the land. (Hilly? Flat? Wooded? Well drained? etc.)

Part E - Alternatives

Have you considered any alternatives to your proposal that would meet your needs and might have less impact on the wetland/watercourse? Please list these alternatives.

Part F - Map/Site Plan (all applications)

1) Attach to the application a map or site plan showing **existing conditions** and the **proposed project** in relation to wetland/ watercourses. Scale of map or site plan should be 1" = 40'; if this is not possible, please indicate the scale that you are using. A sketch map may be sufficient for small, minor projects. **(See guidelines at end of application – page 6.)**

2) Applicant's map date and date of last revision _____

3) Zone Classification _____

4) Is your property in a flood zone? _____ Yes _____ No _____ Don't Know

Part G - Major Applications Requiring Full Review and a Public Hearing

See Section 6 of the Mansfield Regulations for additional requirements.

Part H - Notice to Abutting Property Owners

1) Attach list of abutters, name, address

2) **Proof of Written Notice to Abutters.** You must notify abutting (neighboring) property owners (any property immediately contiguous with the subject property , including those across the street) by certified mail, return receipt requested, stating that a wetland application is in progress, and that abutters may contact the Mansfield Inland Wetlands Agent for more information. Include a brief description of your project. **Postal receipts of your notice to abutters must accompany your application.** (This is not needed for exemptions).

Part I - Additional Notices, if necessary

Notice to Windham Water Works and CT Department of Public Health is attached. If this application is in the public watershed for the Windham Water Works (WWW), you must notify the WWW and the Department of Public Health of your project within 7 days of sending the application to Mansfield--sending it by certified mail, return receipt requested. Contact the Mansfield Inland Wetlands Agent to find out if you are in this watershed.

Notice to Adjoining Town. If your property is within 500 feet of an adjoining town, you must also send a copy of the application, on the same day you sent one to Mansfield, to the Inland Wetlands Agency of the adjoining town, by certified mail, return receipt requested.

The Statewide Reporting Form (attached) shall be part of the application and specified parts must be completed and returned with this application.

Part J - Other Impacts To Adjoining Towns, if applicable

- 1) Will a significant portion of the traffic to the completed project on the site use streets within the adjoining municipality to enter or exit the site? ___ Yes ___ No ___ Don't Know
- 2) Will sewer or water drainage from the project site flow through and impact the sewage or drainage system within the adjoining municipality? ___ Yes ___ No ___ Don't Know
- 3) Will water run-off from the improved site impact streets or other municipal or private property within the adjoining municipality? ___ Yes ___ No ___ Don't Know

Part K - Additional Information from the Applicant

Set forth (or attach) any other information which would assist the Agency in evaluating your application. (*Please provide extra copies of any lengthy documents or reports, and extra copies of maps larger than 8.5" x 11", which are not easily copied.*)

Part L - Filing Fee

Submit the appropriate filing fee. (Consult Wetlands Agent for the fee schedule available in the Mansfield Inland Wetlands and Watercourses Regulations.)

___ \$1,000. ___ \$750. ___ \$500. ___ \$250. ___ \$125. ___ \$100. ___ \$50. ___ \$25.

___ \$60 State DEP Fee

Note: The Agency may require you to provide additional information about the regulated area which is the subject of the application, or about wetlands or watercourses affected by the regulated activity. If the Agency, upon review of your application, finds the activity proposed may involve a "significant activity" as defined in the Regulations, additional information and/or a public hearing may be required.

Certification

I hereby certify that:

- I am familiar with the information contained in this form and that such information is true and correct to the best of my knowledge.
- I understand the penalties for obtaining a permit through deception or through inaccurate or misleading information.

Signature

Date

Authorization to Enter Property

The undersigned hereby consent to necessary and proper inspections of the above-mentioned property by members and agents of the Inland Wetlands Agency at reasonable times, both before and after the permit in question has been issued by the Agency.

Signature

Date

Project Description Guidelines for Part C – page 3

1. Explain exactly what work you propose to do and how close it will be to a wetland or watercourse.
2. Describe area of disturbance and volume and type of material to be filled or excavated. How much wetlands will be disturbed? Non-wetland areas nearby?
3. Does the area of activity drain toward the wetland?
4. Are there alternatives that you considered but eliminated for specific reasons?
5. Describe briefly the construction methods. What kind of heavy equipment will be used? When will the work be done?
6. How are you protecting the wetlands and watercourses against disturbance that will result from construction?
7. Do you have any knowledge of a previous wetlands application for this property? If yes, please explain.

Sketch Map or Site Plan Guidelines for Part F – page 4

The following 10 details are required for every application:

1. Applicant's name
2. Date and revision date, if applicable.
3. North arrow and scale of map.
4. Abutting road with road name shown on it.
5. Property lines --if a large property, at least those lines within 200' of the proposed work.
6. Wetland and watercourse locations (including those off your property) within 150' of your proposal--draw a line showing the part of the project that is the closest distance to wetlands and indicate distance in feet.
7. Existing buildings, driveways, well, septic and physical features.
8. Proposed work in detail, including all areas of construction, grading/regrading, excavation, filling. Include stockpiling and staging area locations if applicable. The exact location must be shown of all areas that will be disturbed.
9. Show roof and footing drains by drawing locations.
10. Show location of Erosion & Sedimentation controls (silt fence or hay bale protections) together with any other measures that will protect the wetland/watercourse areas.

Include any available information that may assist the Agency in understanding your proposal.

YOUR PERMIT, WHEN GRANTED, IS VALID FOR 6 YEARS; ONCE STARTED, WORK MUST BE FINISHED WITHIN THE SPECIFIC TIME PERIOD AS SPECIFIED IN THE APPROVAL MOTION UNLESS OTHERWISE APPROVED. SPECIFIC WRITTEN REQUESTS MUST BE MADE FOR EXTENSIONS OR RENEWALS (See Section 7.9) rev. 12/21/98